

City of Locust Grove Sign Permit Application Checklist

The following information must be either included on the application or submitted along with the application for sign permit approval:

SITE LOCATION INFORMATION

The name, address, telephone number and zoning for the business location. (Attach survey, site plan or drawing)

PROPERTY OWNER INFORMATION

The name, address and telephone number of property owner.

PROPERTY OWNER CONSENT LETTER

Written consent of the owner of the building or lot upon which the sign is to be erected (if the sign is going on property other than your own).

CONTRACTOR INFORMATION

If a sign contractor is used to design and/or install the sign, the name and address of the contractor must be included on the application.

SIGN INFORMATION

Total square feet of the building front.

Percentage of the building façade permitted as signage. The percentage to be used for a business shall be ____%.

Type and dimensions of the proposed and existing signs: _____

Any required setbacks for ground signs.

Site plan with the location of all ground signs.

A written list describing all other signs located on the lot indicating the sign type, size and placement

COLORED DRAWINGS

Three (3) sets accurately scaled color drawings of the plans, contents, specification, and methods of construction and attachment to the building or the structures, and any other limiting site features.

PAYMENT

A check for \$50.00 per sign application.

OFFICIAL USE ONLY

PROCESSED

BY: _____

Date _____

NOTES: _____

☐ SITE LOCATION
INFORMATION

☐ PROPERTY OWNER
INFORMATION

☐ PROPERTY OWNER
CONSENT LETTER

☐ CONTRACTOR INFORMATION

☐ SIGN INFORMATION

☐ 3 SETS

☐ PAYMENT



Locust Grove Sign Permit Application

Submission Date: _____ Permit Number# _____

SIGN LOCATION INFORMATION:

Name of Business: _____
Address: _____ City/State/Zip _____
Telephone: _____ Fax: _____ E-Mail _____
Land Lot _____ District _____

APPLICANT/OWNER INFORMATION

Name of Business: _____
Address: _____ City/State/Zip _____
Telephone: _____ Fax: _____ E-Mail _____

SIGN CONTRACTOR INFORMATION

Name of Business: _____
Address: _____ City/State/Zip _____
Telephone: _____ Fax: _____ E-Mail _____
Proposed Copy / Content _____
Occupation Tax ID _____

1st NEW SIGN INFORMATION (please circle) and does this sign need electricity? YES _____ NO _____

Ground Sign Roof Sign Projection Sign Wall Sign Temporary Sign
Interstate Sign Subdivision Sign Awning Sign Window Sign Entrance Sign
Other Type _____

Height above grade: _____ Material: _____
Sign Dimensions: _____ Total area per each side of sign _____
Beginning Date: _____ Ending Date: _____
Total square footage of building facade: _____ Setback from right of way: _____

2nd NEW SIGN INFORMATION (please circle) and does this sign need electricity? YES _____ NO _____

Ground Sign Roof Sign Projection Sign Wall Sign Temporary Sign
Interstate Sign Subdivision Sign Awning Sign Window Sign Entrance Sign
Other Type _____

Electrical Requirements-Outlets: _____ lighting: _____ Power connection: _____
Estimated cost of construction: _____

Please Print Name _____

Applicant's Signature _____

OFFICIAL USE ONLY

PLANNING AND ZONING DEPARTMENT

Map Number _____ District _____ Land Lot _____
Zoning _____ Setbacks: Front _____ Right _____ Left _____ Rear _____
Application APPROVED / DENIED by _____ Date: _____
Application fee in the amount of _____ cash/check # _____ received by _____ date: _____

BUILDING DEPARTMENT

Permit APPROVED / DENIED by _____ Date: _____
Permit number _____ Date issued _____ Signature _____
Permit fee in the amount of _____ cash/check # _____ received by _____ date: _____

Revised: 8/10/05